

MAJOR AWARDS

23 JUNE 1976

~~SECRET~~

Approved For Release 2001/06/09 : CIA-RDP80-0083A000100070001-7

SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE MEETING

Wednesday, 23 June 1976

1015

5 E 62, Headquarters

25X1A

A T T E N D A N C E      L I S T

CHAIRMAN

F. W. M. Janney



A G E N D A

1. Call to order
2. Minutes of last meeting (TAB 1)
3. Executive Secretary's Report
4. Comments by Chairman
5. Discussion by Members
6. Vote on the following cases (TAB 2):

<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>
A	73-268	MLT-1540 Light Table Modification
B	74-247	Multipole Switches to Interface Delta Data Terminals and Texas Instruments Printers
C	76-318	COM Fiche to Replace Paper Output
*	EA-52	Exceptional Accomplishment Award Nomination - [REDACTED] 25X1A (If Released by DD/S&T)
		WITNESS: [REDACTED] Naval Systems Division/OWI 25X1A

\* CODEWORD: For distribution at Committee Meeting.

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E2 IMPDET CL BY 060128

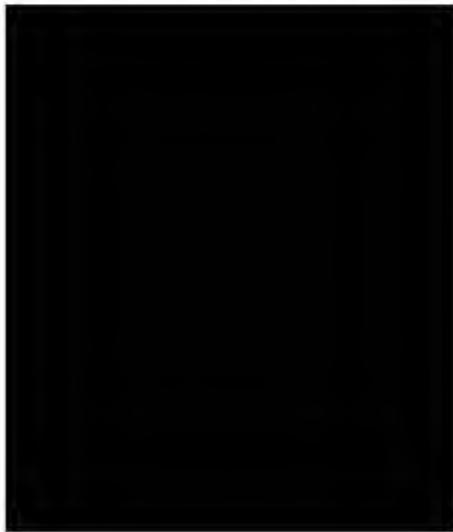
**CONFIDENTIAL**

SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE  
MINUTES

25X1A

22 April 1976

On Thursday, 22 April 1976 at 0930, Mr. F. W. M. Janney, Chairman, chaired the regular meeting of the Suggestion and Achievement Awards Committee in SE 62, Headquarters. The following were present:



Office of the Director  
Directorate of Science  
and Technology  
Directorate of Intelligence  
Directorate of Administration

Directorate of Operations

Office of Security

Executive Secretary  
Incentive Awards Officer

MINUTES

The minutes of the 19 February 1976 Meeting were approved as written.

EXEC. SEC.  
REPORT

Since the 19 February 1976 Meeting, 97 suggestions have been received; 92 or 95% were eligible and 5 ineligible. The Committee's staff closed 81 cases. Five (5) Special Achievement Award nominations have been received since the last meeting.

A total of 487 Suggestion and Achievement Award cases have been coded for input into the Program's computer system soon to be tested by OJCS.

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~~CONFIDENTIAL~~COMMITTEE  
ACTION

The Committee took the following action on the cases listed below:

<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
74-7	Fire Alarm System	\$400 award based on a cost avoidance of \$5,509 (\$330), plus intangible benefits of SUBSTANTIAL/LIMITED (\$70).
74-500	Inclusion on Forms 1962 and 1962a the Latest Qualifications Update	\$500 award, equally shared, based on savings of \$7,284 (\$415), plus MODERATE/EXTENDED (\$85).
74-510	Cost Reduction Technique for Preparation of Threat Input to TACOS Model 612-73	\$600 award, equally shared, based on annual net savings of \$9,854 (\$545), plus MODERATE/EXTENDED (\$55) intangible benefits.
75-461	Positioning of Press Sheet Register Marks	\$395 award based on annual savings of \$6,848.
76-144	Combine Nine Daily Photography Plot Sheets	\$470 award based on annual savings of \$6,391 (\$370), plus MODERATE/EXTENDED (\$100) intangible benefits.
76-255	Modification of Agency Trailers to Accept Air Force Pallets	\$900 award, equally shared, based on annual savings and cost avoidance of \$12,442 (\$615), plus SUBSTANTIAL/BROAD (\$285) intangible benefits.

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<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
76-348	Security Procedures Guide for Compartmented Programs	\$700 award (HIGH/ BROAD).
SA-42	Special Achievement Award Nomination for [REDACTED]	\$2,000 award, equally shared, based on annual cost avoidance \$145,193 (\$1,250), plus SUBSTANTIAL/ GENERAL (\$750) intan- gible benefits.
25X1A	[REDACTED]	
25X1A	[REDACTED]	
SA-43	Special Achievement Award Nomination for [REDACTED] DDA/ OC	\$1,000 award (EXCEP- TIONAL/EXTENDED).

ADJOURNEMENT The meeting was adjourned at 0950.

25X1A

[REDACTED]  
Executive Secretary  
Suggestion and Achievement Awards Committee

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

25X1A

SUGGESTION NO. 73-268: dated 14 February 1973  
[REDACTED], GS-09

Optics Technician  
Directorate of Science and  
Technology/NPIC

A. Summary

The Director of Central Intelligence approved a \$1,300 award for Suggestion No. 73-268 on 12 December 1973; memorandum of approval and case summary attached.

B. Evaluation

1. NPIC then sent the suggestion through EXRAND channels for Intelligence Community-wide distribution. NPIC was informed in August 1974 that the Air Force was going to adopt this suggestion. While on a trip to Hill Air Force Base, Utah, January 1976, an NPIC Suggestion Panel member checked on the implementation of the light table modification. As of January 1976, Air Force had completed 90% of the modifications to their light tables. A total of 36 tables will be modified at a savings of \$360 per table or a total savings of \$12,960. NPIC/Technical Services Group, the proving ground on equipment for the Intelligence Community, would have spent that amount of money. Thus, Air Force would have incurred such expense to effectively use the new high power optics.

2. NPIC said there are no additional intangible benefits.

C. Study and Analysis by Committee's Staff

1. Consultation with Chairman, NPIC Suggestion Panel disclosed that when NPIC originally evaluated this suggestion in November 1973, they had no idea that the Air Force would be able to use the suggestion to advantage. Since the suggester's technique was referred through EXRAND channels and handled solely through technical and liaison officers in line with their contacts with Hill Air Force Base, Utah, we would not normally refer the paperwork on this case through normal Incentive Awards channels to the Department of the Air Force and thence to Hill Air Force Base for a formal report and transfer of awards funds.

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2. Since we normally settle cases within the first year of adoption and pay awards on that basis, this case was somewhat different in that new action and new savings had occurred approximately 2 1/2 years following the initial award. We, therefore, asked the Director, Office of Incentive Systems, U. S. Civil Service Commission, for his recommendations. He said:

"a. I look upon the Incentive Awards System as a means to equitably reward the employee. With almost 2 1/2 years between awards this is almost like a 'new ball game'. This is similar to an interdepartmental case wherein you could normally ask the Air Force to transfer awards money for their savings. However, for good reasons it had been handled through technical channels in the Intelligence Community organization.

"b. Our award scales are still relatively low for tangible savings. The added savings of \$12,960 now resulting from this suggestion, which I understand was originated in February 1973, in my opinion deserves a supplemental award of \$625 at this time."

D. Recommendation of Executive Secretary

1. Not line of duty. [REDACTED] was responsible for maintaining equipment but not for redesigning it.

25X1A

2. \$625 award for new tangible savings of \$12,960.

E. Decision of the Committee

✓ Approved

23 June 1976 Award

       Disapproved

#625 Date

Atts

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73-7652

25X1A 1/3

25X1A

MEMORANDUM FOR: Director of Central Intelligence  
VIA : Acting Deputy Director for Management  
and Services  
FROM : Chairman, Suggestion Awards Committee  
SUBJECT : Approval of \$1,300 Award for Suggestion  
No. 73-268  
REFERENCES : (1) Suggestion Awards Committee Summary  
(TAB A)  
(2) [REDACTED] paragraph c (2) (c) (4)  
(TAB B)

25X1A

1. Action Requested: A \$1,300 award be approved for Suggestion No. 73-268 based upon first-year net tangible savings of \$110,816 and intangible benefits of MODERATE/EXTENDED.

2. Basic Data or Background: [REDACTED]  
GS-09, Optics Technician, Directorate of Science and Technology, National Photographic Interpretation Center devised a method to modify the focus gear of the MLT 1540 light table, allowing photo interpreters using higher magnifications to effectively "read out" the higher resolution system. NPIC was prepared to negotiate a contract with Airborne Instrument Laboratories (now a division of Cutler-Hammer) at a cost of \$360 per table to make the modification or a total cost of \$111,760 for 311 tables. The suggester accomplished the modification for a total cost of \$1,144, avoiding the expenditure of \$110,816.

25X1A

3. Staff Position: The attached Suggestion Awards Committee Summary, in which I concur, recommends approval of a \$1,300 award to [REDACTED]

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STATINTL

SUBJECT: Approval of \$1,300 Award for Suggestion No. 73-268

4. Recommendation: In accordance with [REDACTED] paragraph c (2) (c) (4), recommend approval of a \$1,300 award for Suggestion No. 73-268.

STATINTL

[REDACTED]  
F. W. M. Janney  
Chairman  
Suggestion Awards Committee

Atts

STATINTL

17 DEC 1973

APPROVED

DISAPPROVED

Distribution:

Original - Return to D/Pers  
1 - DCI  
1 - DDCI  
1 - ER  
1 - DD/M&S  
1 - D/Pers  
1 - BSD  
1 - SAC (w/held)

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SUMMARY AND RECOMMENDATIONS BY THE COMMITTEE

SUGGESTION NO. 73-268; dated 14 February 1973

[REDACTED] GS-09

25X1A

Optics Technician  
Directorate of Science and  
Technology/NPIC

A. Summary of Suggestion

1. Background

a. The MLT 1540 light table microscope mounts were originally designed specifically for the series of lenses and magnification capability that were then available or that would soon be available. With the subsequent purchase and use of the tables and microscopes, this arrangement was satisfactory for a while. However, photo interpreters found that higher magnifications were desirable to effectively "read out" the continuously improving higher resolution systems.

b. It was at this time that a newly purchased series of lenses effectively doubled the magnification capability of the B & L Zoom 240 Microstereoscopes. The photo interpreters were happy with the increased magnification capability but found that the focus adjustment, which was designed for the original magnification, was too coarse for the new lenses. In other words, they needed finer "tuning."

c. The problem with the focus was such that NPIC formally inquired to the manufacturer, AIL Systems, Los Angeles, to determine the cost of a gear focus modification. AIL quoted a modification price of \$400 per table.

2. Suggestion

The suggester devised a method of modifying the tables to achieve the desired results for a cost of \$25, description attached. He then further modified his original suggestion to enable him to make the modification for a total cost of 20 cents in parts and 1/2 hour labor.

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SUBJECT: Suggestion No. 73-268

B. Evaluations

1. NPIC commented that the table modification was a must in order to effectively use the new lenses. They were prepared to enter into serious negotiation with the manufacturer to have the changes made. The suggester eliminated the need for any further pursuit of the matter with AIL. NPIC contracting officials determined that AIL would make the modification for \$360 per table. (NOTE: AIL was formerly known as Airborne Instrument Laboratories and is now a division of Cutler-Hammer.)

2. The suggested modification was implemented on about 70% of the light tables as of early November 1973. Work was temporarily halted due to the unusually heavy workload thereafter but was continued in mid-November and the entire project is now slated for completion approximately 20 December 1973.

Volume of tables on modification schedule:

NPIC	265
DI-8	46
IAS	10
Total	321

3. Imagery Analysis Service modified 10 of their 16 MLT-1540 light tables in operation. However, they did not believe it was appropriate to claim potential cost avoidance from their adoption of the suggestion because they would not have ordered the work at AIL's contract cost. Therefore, for cost savings purposes the 321 total, above should be reduced by IAS' 10 for a net of 311. Intangible benefits from the change were rated as MODERATE/EXTENDED by the IAS Suggestion Coordinator.

4. Cost avoidance or tangible savings estimates:

Total cost of modification:

20¢ parts = \$62.20 for 311 tables

1/2 hour labor @ GS-10/5 (\$6.96 per hour) or  
\$3.48 x 311 tables = \$1,082.28

\$1,082.28 + 62.20 = \$1,144.48 total cost of modification.

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SUBJECT: Suggestion No. 73-268

Total saved:

311 tables at \$360 per table for modification  
by AIL \$111,960.00

Less: Total cost of suggester's  
modification

1,144.48

Net Cost Avoidance or Tangible  
Savings

\$110,815.52

5. Intangible benefits:

a. The modification was made by NPIC technicians within the regular preventative maintenance cycle established for the light tables. Hence there was no work disruption, which might well have occurred if AIL received the contract because it would have been necessary to transport the tables elsewhere in the Washington, D. C. area.

b. The modification gives photo interpreters much more positive focus control and should speed up their work tasks to some degree. The improvement aids NPIC, IAS and DIA.

25X1A

C. Recommendation by the Committee

1. Not line of duty. [REDACTED] is responsible for maintaining equipment but not for redesigning it. 25X1A

2. An award of \$1,300 based upon first year net tangible savings of \$110,816 (\$1,215 award) plus intangible benefits of MODERATE/ EXTENDED (\$85 award).

[REDACTED]  
Chairman  
Suggestion Awards Committee

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Attachment to Suggestion 73-268 (N 069-3)

INSTRUCTIONS FOR CHANGING FOCUS GEAR RATIO IN MLT-1540 LIGHT TABLES.

1. Remove access plate on back of scope mount.
2. Remove gear #1 Fig 1.
  - a. Drive out roll pin.
  - b. Remove set screw.
3. Slip on new gear (.668" dia - 13 teeth) #1 Fig 2.
  - a. Install roll pin.
  - b. Tighten set screw.
4. Remove chain #2 Fig 2.
  - a. Shorten by 4 links.
  - b. Install chain and adjust tension.
5. Tighten focus chain by adjusting idler #3 Fig 2.
6. Replace access plate.

FIG 1

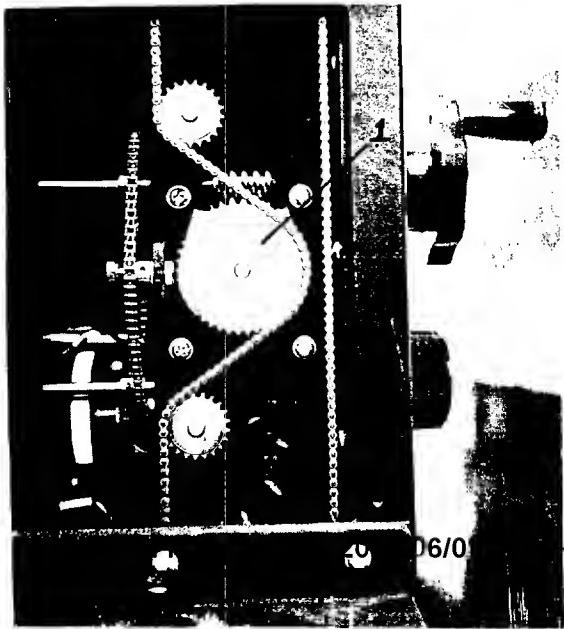
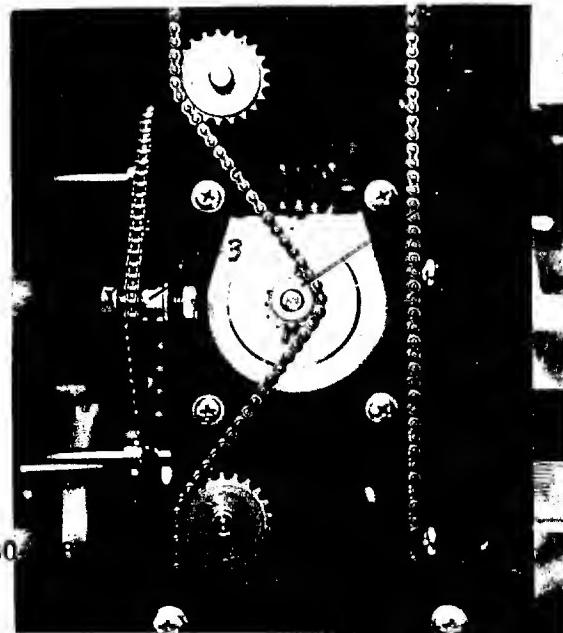


FIG 2



SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

25X1A

SUGGESTION NO. 74-247: dated 17 December 1973  
[REDACTED] GS-09  
Systems Analyst 25X1A  
Directorate of Intelligence/CRS  
  
[REDACTED] GS-12  
Computer Equipment Specialist 25X1A  
[REDACTED] GS-07  
Computer Operator 25X1A  
Directorate of Administration/OJCS  
  
[REDACTED]  
Delta Data Contractor 25X1A

A. Summary of Suggestion 25X1A

[REDACTED] noted that each Texas Instruments Printer 25X1A was connected to one Delta Data Terminal. Whenever a screen of data was desired to be printed from an adjacent Delta Data Terminal, it was necessary to disconnect the printer from one terminal and plug it into the other. [REDACTED] 25X1A communicated to the Committee the development of multipole switches, in January 1973, by [REDACTED], [REDACTED] 25X1A The multipole switches interface between the Delta Data Terminals and the adjacent Texas Instruments Printer, eliminating the need to disconnect the printer and reconnect it to another Delta Data Terminal.

B. Evaluation 25X1A

Detailed OJCS evaluation attached.

C. Recommendation of Executive Secretary

25X1A

1. \$50 Advisory Award to [REDACTED] for his foresight in communicating this suggestion to the Committee.

25X1A

2. Not line of duty for the OJCS contributors. Design, modification and even repair of equipment is not part of their job expectancy. Recommend a \$600 award, equally shared by [REDACTED] based on 2/3 credit for annual savings of \$25,245 (\$830), plus SUBSTANTIAL/LIMITED (\$70) intangible benefits. [REDACTED] an outside contractor, is not eligible to share in the cash

award since Government employee status is a necessary requirement. However, it is recommended that a Letter of Appreciation be furnished [redacted] for his efforts signed by the Director, OJCS or the DDA.

25X1A

D. Decision of the Committee

✓ Approved \$650 Award

                 Disapproved 23 June 76 Date

Att

OJCS 943-76

7 MAY 1976

MEMORANDUM FOR: Executive Secretary,  
Suggestions Awards Committee

STATINTL

FROM : [REDACTED]  
Executive Officer, OJCS

SUBJECT : Suggestion/Achievement Award 74-247

1. The information in the following paragraphs should provide you with enough information to close out this case.

2. The attached diagram indicates how the switch designed and fabricated by Hardware Services Branch personnel has saved money for the Agency. In counting the number of TI printers saved, OJCS went to each area with a switch and counted the number of CRT terminals connected to TI printers through a switch and counted the difference between terminals and printers as printers saved. For example, three terminals connected to one printer through a switch represents two printers (and the associated space and supporting table) saved.

3. The count as of 30 April 1976 is as follows:

<u>CRT Terminals</u>	<u>Switches</u>	<u>TI Printers</u>	<u>Printers Saved</u>
109	40	40	69

This amounts to a savings since January 1973 of \$82,048, calculated as follows:

69 TI Printers @ \$1,392	\$96,048
40 Switches @ \$350	-14,000
	<u>\$82,048</u>

Prorating this over 3 1/4 years gives an annual savings of \$25,245 in tangible benefits.

4. Intangible or indirect cost savings can be calculated by totaling the space and manhours saved by not installing the printers saved.

69 x (4 ft <sup>2</sup> /printer) x (\$7.25/ft <sup>2</sup> ) =	\$2,001.00
69 x (1 manhour/printer) x (\$6.50/manhour) =	448.50
	<u>\$2,449.50</u>

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4. With regard to the recognition appropriate for this accomplishment, all three individuals, [REDACTED] should share equally. In the case of [REDACTED] a contractor employee, we recommend a Certificate of Appreciation signed by the DCI. [REDACTED] should be awarded a Certificate of Merit and share equally in the remaining cash award. It should be noted that [REDACTED] no longer works for the Agency.

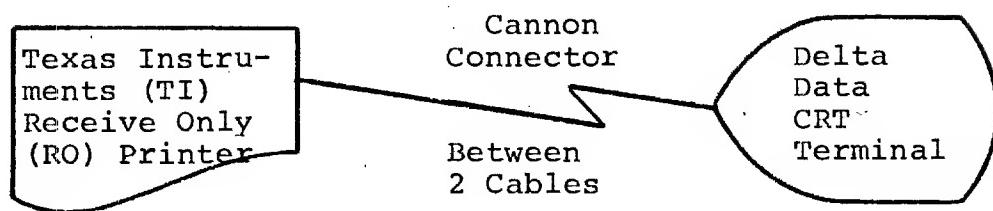
5. If you need additional information, please let me know.

STATINTL

[REDACTED]

Att

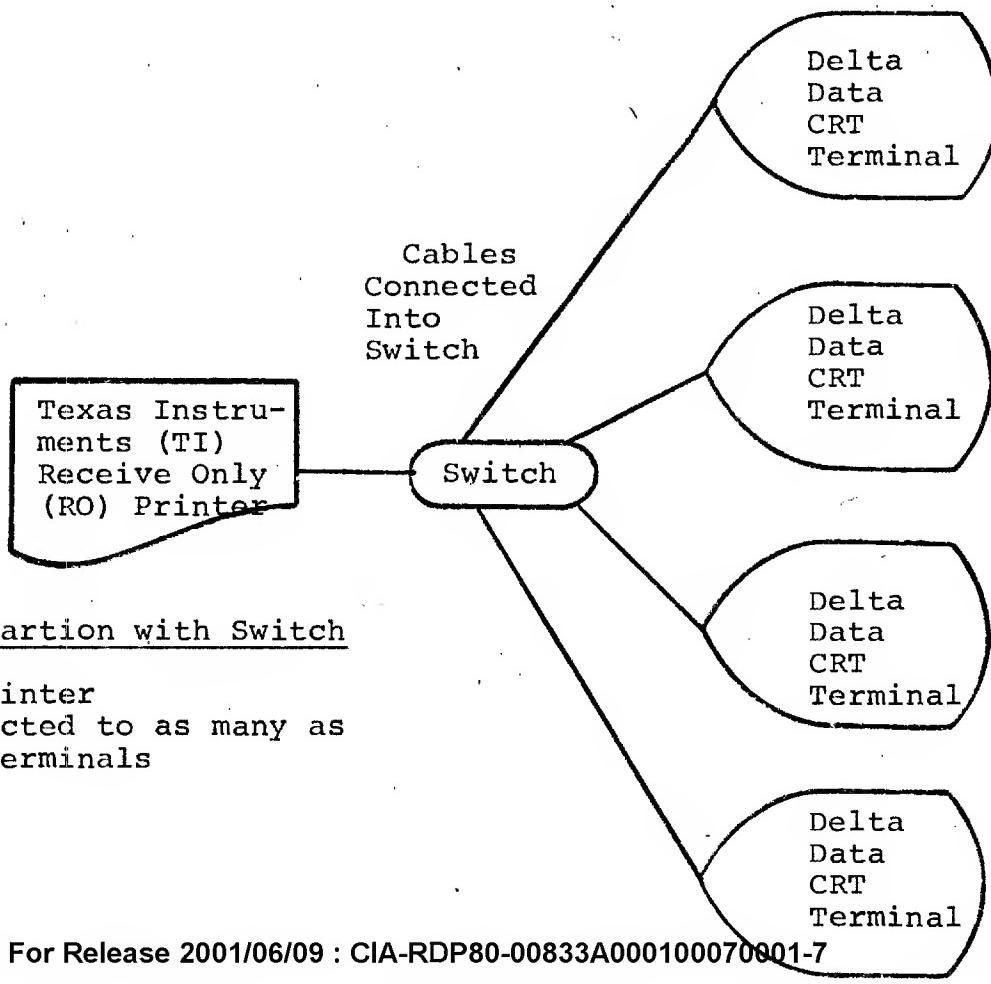
DIAGRAM OF SWITCH



Normal Configuration

1 TI Printer  
connected to  
1 CRT Terminal

The current memory buffer  
of the CRT Terminal can be printed  
in hard copy form on the TI Printer  
by striking a key on the CRT Terminal.  
Therefore, printing is selective.



Configuartion with Switch

1 TI Printer  
connected to as many as  
4 CRT Terminals

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

25X1A

SUGGESTION NO. 76-318: dated 11 February 1976

Document Analyst  
Directorate of Science and  
and Technology/OTS

A. Summary of Suggestion

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1. Background

25X1A

OTS [REDACTED] has three electronic data programs (International Travel Document (ITD), Non-postal/Postal (NP/P), and [REDACTED] (document accountability) whose average monthly paper-copy output totalled 4,028 pages. Customer requirements

25X1A

[REDACTED] CCS) for paper copies boost the average monthly output to 19,479 pages. These 19,479 pages were bound into volumes according to selected categories of data. Each volume expanded monthly from cumulative data. The quantity of data added to the Entries category of the ITD program during a year required that a previous year's accumulated data be spun-off each year. The spun-off data was in turn printed, bound into a volume of approximately 400 pages and distributed to several customers. The number of volumes and size of the printouts for the ITD and NP/P programs required a small metal filing cabinet for storage.

25X1A

2. Suggestion

Use computer produced microfiche (COM fiche) to replace the paper copy. COM fiche eliminates the use of paper thereby avoiding the annual destruction of 80 cubic feet of paper, saves in mailing costs and eliminates the need for a filing cabinet for storage.

25X1A

B. Evaluation

1. OTS/Headquarters began using COM fiche along with the microfiche readers in August 1975. The field received their equipment in September 1975 and the entire system was operational in October 1975. Detailed description of annual savings attached. [REDACTED] distribution was canceled in March 1976, after only six (6) months use, \$600 was deducted from total annual savings of \$6,428, resulting in actual savings of \$5,828.

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2. OTS rated intangible benefits SUBSTANTIAL/ EXTENDED. The volume of files both at Headquarters and in the field has been significantly reduced; clerical time formerly encountered in destroying old paper issues is saved; it is much easier to work with the COM fiche than the former large printed issues; and, in case of emergency destruction requirements in field stations, the task is accomplished much more quickly.

3. The DD/S&T Committee Member endorses this suggestion.

C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$450 award based on annual savings of \$5,828 (\$345), plus SUBSTANTIAL/EXTENDED (\$105) intangible benefits.

D. Decision of the Committee

✓ Approved

\$450 Award

       Disapproved

23 June 76 Date

Att

PROGRAM	PAGES / MONTH	TOTAL PAGES/M	PAPER	ANNUAL		COST FICHE	ANNUAL POUCH COST FICHE	NO. FICHE PER USER	May 1976
				PAPER	PAPER				
<u>Int'l Travel Doc.</u>			\$ .021/page	\$2.65/lb.			\$2.65/lb.		
Documents	1131	6	6786	\$1710	\$1079	\$ 291	\$ 6	11 /mo.	
Entries	484	6	2904	732	462			5 /mo.	
Ann. Spin-off		6	354	89	56	11	.33	7 /yr.	
<u>NonPostal/Postal</u>									
Postal	245	3	735	\$ 185		\$ 142		2 /mo.	
Non Postal	402	4	1608	405	(Only \$ 128)	1	.33	3 /mo.	
									25X1A
<u>EZACCESS</u>									
Headquarters	1776	3	5326	\$1343		\$ 203		7 /mo.	
Field Station listings (issued quarterly)	4	1764	445	\$ 561			\$ 1	7 /quarter	
	4038	19479	\$4909	\$2286		\$ 648	\$ 7.66	25X1A	

\$.021 is cost of a Xerox sheet - from Printing & Photography Division  
\$2.65 amount [REDACTED] - from IP/Micrographics

25X1A

\$4909	\$2286	\$4261
648	7.66	2278
<u>\$4261</u> Ann. Savings fiche vs paper	<u>\$2278</u> Ann. Savings pouching fiche vs paper	<u>\$6539</u> Total annual savings

\$6539  
111 seven year amortized cost of 7 microfiche readers

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600 Cancellation of [REDACTED] Distribution

\$5828 Net

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SECRET

ROUTING AND RECORD SHEET

JECT: (Optional)

FROM: EXECUTIVE SECRETARY SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE 5-E-54, HEADQUARTERS		EXTENSION	NO.
		7394	DATE 18 June 1976
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. Chairman, SAAC 5 E 58, Headquarters			Comments (Number each comment to show from whom to whom. Draw a line across column after each comment.)  Attached is your Agenda for the Suggestion and Achievement Awards Committee Meetings on 23 June 1976 at 1015 and 24 June 1976 at 0930 in 5 E 62, Headquarters.
2.			
3.			
4.			
5.			
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8.			
9.			
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11.			
12.			
13.			
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SECRET

23  
June  
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